



## GP 12: Professional Practice Committee – Terms of Reference

**Policy Type:**  
Council Governance

**Policy No:**  
GP 12

**Effective Date:**  
May 13, 2024

**Last Approval/Revision Date:**

**Policy Review Frequency:**  
Every Five Years

### Purpose

The Professional Practice Committee is a standing committee of Council that is responsible for providing direction related to the quality of pharmacy practice and service, incorporating the concepts of person-centred pharmaceutical care. Focus will be on the development and maintenance of Standards of Practice, practice directions and related policies, guidelines, and procedures.

### Composition

The Professional Practice Committee shall be composed of eight (8) members as follows:

- Four (4) full registered pharmacists
- Two (2) practicing pharmacy technicians
- Two (2) public representatives

One member shall be a current Council member.

The public representatives may be selected from a roster of community representatives identified by CPhM.

### Chair

The Chair of the Committee is a full registered pharmacist appointed by Council.

### Term of Service

A term of service shall be two (2) years.

An individual may serve three (3) consecutive two-year terms of service in the same role on the Professional Practice Committee.

### Quorum

Quorum for the Committee is:

- A majority of Committee members, excluding vacancies, and
- one pharmacist, one pharmacy technician, one public representative, including one member of Council.

### Duties and Responsibilities

This work includes the development of pharmacy practice directions and guidelines that ensures the delivery of safe, quality and ethical pharmacy care, while continuing to address contemporary practice and patient care needs.

Professional Practice Committee shall:

1. Develop/review standards of practice, practice directions and guidelines for pharmacists and pharmacy technicians ensuring any recommendations encompass contemporary professional practice;

2. Identify issues and areas where pharmacy standards of practice, practice directions and guidelines will improve pharmacy practice, patient health outcomes and patient safety;
3. Develop/review any other standards, policies or guidelines as may be required to assist pharmacy professionals to meet the standards of practice and expectations of contemporary pharmacy practice;
4. Act as a resource to Council and staff regarding standards of practice, practice directions and guidelines; and
5. Review standards of practice, practice directions and guidelines at least every five years to ensure relevance to practice.

**Authority and Reporting**

The Professional Practice Committee reports to the full Council and has the authority to make recommendations to Council.

**Meeting Schedule**

The Professional Practice Committee will hold at least four (4) meetings per year, or at the request of the Chair.

**Staff Support**

The Registrar & Chief Executive Officer will assign appropriate staff support to the Professional Practice Committee according to the tasks assigned to Committee in a particular annual cycle.